

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

YOUTH CHALLENGE ACADEMY ADVISOR

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to provide residential services to at-risk youth participating as cadets in the Michigan Youth Challenge Academy, Department of Military and Veterans' Affairs.

There are four classifications in this job.

Position Code Title – Youth Challenge Academy Advisor-E

Youth Challenge Academy Advisor 9

This is the trainee level. The employee works as a trainee receiving close supervision while learning the methods, practices, policies, procedures, laws and regulations applicable to the work performed.

Youth Challenge Academy Advisor 10

This is the intermediate level. The employee works in a developing capacity with increased responsibility for a range of academy advisor work assignments.

Youth Challenge Academy Advisor P11

This is the experienced level. The employee performs a full range of professional Youth Challenge Advisor assignments in a full-functioning capacity. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Youth Challenge Academy Advisor-A

Youth Challenge Academy Advisor 12

The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every

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position are included, nor is it expected that all positions will be assigned every duty.

Serves on the staff team, working to create a healthy environment to bring about positive changes in the behaviors, attitudes, and values of youth residing in the facility.

Performs life skills training, including goal setting and task prioritization.

Conducts group activities to promote team building, assertiveness and coping skills in cadets.

Conducts presentations on program activities to parents for informational purposes and to public entities in a recruitment effort.

Maintains daily communication with team members regarding cadet behavior.

Provides leadership to the staff team in the development of team strategies toward achievement of program goals and objectives.

Provides a confidential communication link between the staff team and the cadets to ensure that cadet requests and team recommendations and decisions are clearly communicated.

Provides assistance, and cooperates in the training of new team members and new youth challenge advisors.

Provides assistance to the Program Director in monitoring team effectiveness.

Communicates cadet progress to parents/guardians.

Prepares reports and maintains records regarding progress and related matters on cadets, as required.

Performs related work as assigned.

Additional Job Duties

Youth Challenge Academy Advisor 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Youth Challenge Academy Advisor 12 (Senior Worker)

Performs on a regular basis professional youth challenge advisor assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the problems and behavior patterns of at-risk youth.

Knowledge of the group treatment process.

Knowledge of drug prevention/intervention programs.

Knowledge of anger/crisis management and sensitivity to individual cadet needs.

Ability to implement the group treatment dynamics and to effect attitudinal and behavioral changes in youth.

Ability to relate to youth and to gain their respect and confidence.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Youth Challenge Academy Advisor 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Employees may be assigned to work on the day or afternoon shift.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to work outdoors as well as in an office.

Some jobs require travel.

Physical Requirements

The job duties require an employee to walk for extended periods.

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The job duties require an employee to stand for long periods.

The job duties require an employee to work under stressful conditions.

Education

Possession of a bachelor's degree in social work, sociology, criminal justice, psychology, counseling and guidance, child development, child/family/human relations, consumer/community services, early childhood education, education, special education (deaf, emotionally disturbed, gifted, mentally or physically handicapped), family and consumer resources, human/family ecology, human services, school social work, social ecology, or family relations.

Experience

Youth Challenge Academy Advisor 9

No specific type or amount is required.

Youth Challenge Academy Advisor 10

One year of professional experience as a member of a case management team or providing counseling or other services to at-risk, delinquent, or neglected youth equivalent to a Youth Challenge Academy Advisor 9.

Youth Challenge Academy Advisor P11

Two years of professional experience as a member of a case management team or providing counseling or other services to at-risk, delinquent, or neglected youth equivalent to a Youth Challenge Academy Advisor, including one year equivalent to a Youth Challenge Academy Advisor 10.

Youth Challenge Academy Advisor 12

Three years of professional experience as a member of a case management team or providing counseling or other services to at-risk, delinquent, or neglected youth equivalent to a Youth Challenge Academy Advisor, including one year equivalent to a Youth Challenge Academy Advisor P11; or, two years of professional experience as a member of a case management team or providing services to at-risk, delinquent, or neglected youth **and** one year of military experience.

Special Requirements, Licenses, and Certifications

A personal background investigation will be conducted to measure suitability for the work.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

YTHACDADV

Job Code Description

Youth Challenge Academy Advisor

Position Title

Youth Challenge Academy Advisor-E

Youth Challenge Academy Advisor-A

Position Code

YTHAADVE

YTHAADVA

Pay Schedule

U11-025

U11-027

ECP Group 2
Revised 6/1/06
TeamLeaders